



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.07	Duties and Responsibilities of Medical Duty Officers	PAGE: 1 OF 7
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100.07.01 Purpose

The purpose of this SOP is to establish policy and procedures for the issuance, composition, presentation, appearance, replacement and return of Charles County Department of Emergency Services (CCDES) uniforms and service apparel.

100.07.02 Applicability

This SOP applies to all sworn employees of the department.

100.07.03 Definitions

1. **ALS Certification/Specialty Team/Station Emblems:** Categories of officially approved emblems and patches that may be issued or purchased by the employee.
2. **Approved:** A uniform item that complies with all CCDES Policies and Directives and is specifically authorized by the Director or his/her designee.
3. **Class A Uniform:** This is the CCDES dress uniform (exempt Animal Control), consisting of the following issued items: Cap and cap shield, dress blouse, long sleeve dress shirt (white for officers), tie, tie tack, dress gloves, dress trouser, belt and dress shoes. The Class A Uniform includes the appropriate department shield, name plate, lapel pins and collar insignias. The Class A Uniform may also include a raincoat if issued.
4. **Class B Uniform:** This uniform includes all of the items in a Class A Uniform minus the dress blouse and dress cap. The dress shirt of the Class B Uniform is navy blue and/or white for officers.
5. **Class C Uniform:** This is the working uniform for all ranks within CCDES, with exceptions as indicated in this policy. The Class C Uniform shall be worn between the hours of 0700-1700. The Class C Uniform includes the following issued items:
 - i. Navy blue polo shirt with issued navy t-shirt underneath (white for officers)
 - ii. Navy blue EMS utility trouser
 - iii. Black duty belt
 - iv. Navy or black socks



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- v. Black leather safety boots (must be issued or approved through County Safety Officer)
 - vi. An issued navy job-shirt, sweater, wind shirt or navy sweat shirt may be worn over the issued navy polo or navy t-shirt if the employee feels the need for additional clothing layers.
6. **Class D Uniform (Plain Clothes):** This uniform has two (2) sub-classes; *Business Attire* and *Business Casual Attire*. Employees may wear when necessary and with the permission of the Department Head or Division Chief, a Class D Uniform while attending public functions at which a Class D Uniform is the uniform of the day and they are representing CCDES.
- i. **Business Attire:** Includes suits, dresses, sport coats, blazers, shirt and ties, dress slacks and dress shoes.
 - ii. **Business Casual Attire:** Includes button-down or golf style shirts, khaki slacks, skirts and shoes or sneakers.
7. **Class E Uniform:** This uniform class consists of the issued jump suit, issued navy t-shirt, authorized athletic shorts, authorized athletic pants, and authorized athletic shoes. Authorized athletic wear includes solid or striped, navy or black colored physical fitness shorts or pants. Athletic shorts must be appropriately sized and loose in fit. Employees may wear the Class E Uniform while participating in physical fitness training and for activities approved by the Medical Duty Officer to include station work details, apparatus or lawn maintenance, etc.
8. **Distributed/Issued:** The means by which the CCDES Logistics Section conveys approved uniform items and apparel that are purchased with County funds.
9. **Employee Purchased Apparel:** An item of approved apparel purchased solely with employee funds. These items may include but are not limited to job shirts, alternative footwear, turtle necks, mock turtle necks, thermal undergarments, et. al.
10. **Insignia:** Approved adornments indicating rank, awards, accomplishments or special affiliation. Included in this definition are nameplates, collar pins, special qualification pins, badges and meritorious service awards.
11. **Negligence:** An individual's failure to exercise reasonable care.
12. **Optional Apparel:** Items or apparel approved by the Director or Division Chief published in *Appendix D, Charles County Optional Apparel List* that may be purchased by the employee and worn as part of the approved employee's uniform under certain conditions, and/or specific times as described below:
- i. **Mock Turtleneck, Turtleneck, Thermal and Long Sleeve Base Layer Undershirts:** This shirt may be worn under any approved long sleeve shirt. This shirt **will not** be worn in place of the uniform shirt, nor can it be worn as the outermost garment. It may be worn with the Class E Uniform either as a substitute for the t-shirt or under the issued sweat shirt. This garment **must be** either navy blue or black in color.



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- ii. **Hats and Caps:** Employees may wear any approved baseball style hat or approved stocking/knit winter cap while on-duty and when weather dictates. When worn, the bill of the approved baseball style hat must be worn in the face forward position. Baseball and stocking/knit caps may not be worn when meeting the public during non-emergency situations.
 - iii. **Optional Footwear:** Normally, duty boots and shoes are provided as part of the standard issue uniform ensemble. However, instead of receiving the issued duty boot or uniform shoes, an employee may choose to purchase an alternate style or brand of boot or shoe. If an employee chooses to purchase alternative footwear, that footwear must meet the same safety standards as the issued boot or shoe it is replacing, must be black in color and capable of being shined. The employee will be reimbursed for the purchase price of the duty boot and or uniform shoe not to exceed the rate of:
 - **Duty Boots - \$200.00**
 - **Uniform Shoe - \$90.00**The Department Safety Officer must approve the purchase of any alternative footwear by an employee.
 - iv. **Polo Style Shirts:** This is a navy blue polo style shirt that must be logoed and branded in the exact same manner and fashion of the issued polo style shirt.
 - v. **EMS/BDU Pant:** This is a navy blue "EMS" or "BDU" style pant that is similar in appearance, make and function to the issued EMS utility pant.
13. **On-duty:** Status indicating a CCDES employee is in pay status, performing a work substitution, or otherwise officially representing CCDES.
14. **Patch or Emblem:** An identifying label affixed to a uniform jacket, shirt or blouse indicating an employee's membership on a specialty team, certification or other assignment as specifically approved by the Director.
15. **Standard Issue Apparel:** Category of specific items or uniform clothing allowance issued to CCDES employees on an eighteen (18) month cycle or as needed through regular wear and tear.
16. **Uniform:** CCDES attire. Approved by the Division Chief and Director, consisting of items/articles of clothing, insignia and apparel issued or distributed by CCDES. Optional Apparel may be purchased by the employee so long as the item purchased meets the criteria defined in *Optional Apparel* of this SOP.
17. **Uniform End of Service Declaration Form:** The *Uniform End of Service Declaration Form (Attachment U)* is the form an employee and supervisor utilize to document and declare an issued uniform item unserviceable.
18. **Uniform Requisition Form:** The *DES Uniform Requisition Form (Attachment T)* is the form which an employee completes and submits to their supervisor when they need to repair or replace an issued uniform or apparel item.



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19. **Uniform Voucher:** The *DES Uniform Voucher* is the form which is issued to the employee by the Logistics Officer when needed uniform or apparel items are not kept in stock. The DES Uniform Voucher is presented to the articulated vendor by the employee for completion.

100.07.04 Policy

1. All issued uniform items and apparel shall remain the property of Charles County Government and must be returned upon the employee's separation of service or as the uniform items/apparel are retired from useful service.
2. Uniforms must be worn in compliance with this policy.
3. When requested by the Chief and/or his/her designee, employees must produce issued uniform items and equipment.
4. Employees must wear or display only the approved items defined in this policy and must maintain uniform items in compliance with this policy.
5. All on-duty personnel must wear the appropriate class of uniform as established by this policy.
6. Employees shall be clean, neat and presentable at all times. The duty supervisor will determine the acceptable presentation of uniform.
7. Shirts will be tucked while on-duty.
8. Duty boots and/or uniform shoes will be laced up and/or zipped up and shined while on-duty.
9. The issued duty belt will be worn while on-duty.
10. Issued uniform articles are to be worn during on-duty hours or when representing the Department; and not be worn for external department activities (i.e., secondary employment and or volunteer service).
11. Issued uniform jumpsuits must be worn in such a way that they are zipped no less than five (5) to six (6) inches below the collar line. It is unacceptable for personnel to wear or present their issued jumpsuits tied around the waist.
12. Alternative non-issued accessories such as collar pins, nametags, etc...may be worn with the approval of the Division Chief or the Director.
13. Employees are prohibited from consuming alcoholic beverages while wearing or displaying any part of the issued uniform.
14. Employees must comply with the *Code of Ethics and Personnel Conduct Policy* while wearing or displaying any part of the issued uniform.
15. Employees who have been suspended or relieved from duty **shall not** wear or display any part of the issued uniform unless attending a required or authorized CCDES or CCG meeting or hearing.
16. Employees must use an indelible pen to mark uniform items with their department identification number. These markings must not be visible on the outside of the uniform.
17. Employees are prohibited from modifying or altering issued uniforms and apparel in any way that does not comply with the provisions of this policy.
18. Newly issued items that do not fit properly must be returned to the logistics officer within thirty (30) days of issuance. The employee must provide the logistics officer with the reason the articles/items are being returned.
19. Based off of seasonal weather, there will be a uniform transition from long sleeve to short sleeve uniform shirts and vice versa as follows:



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- i. Short sleeve uniform shirts may be worn when the ambient outdoor temperature is predicted to be 60 to 65 degrees Fahrenheit and above.
- ii. Long sleeve uniform shirts may be worn when the ambient outdoor temperature is predicted to be 60 to 65 degrees Fahrenheit and below.

100.07.05 Reporting Procedures for Lost, Stolen, Poorly Fitted or Damaged Uniforms

1. When any uniform component is discovered to be lost, stolen, poorly fitted or damaged, the employee must report this fact to their supervisor. The supervisor will then investigate the circumstances and determine who is responsible. If the loss or damage is the result of an employee's negligence, as defined in this policy, the employee will be responsible for the replacement or repair of the item.
2. An employee must complete a *Uniform Requisition Form* and submit it to their supervisor in order to begin the uniform replacement or repair process. Stolen items valued at \$100 or more must be reported to the law enforcement agency having jurisdiction. A copy of the police report must accompany the *Uniform Requisition Form*.
3. An employee is required to complete a *Uniform Requisition Form* any time the replacement of lost, stolen, damaged, unserviceable or miss fitting uniform articles are required. An employee **is not** required to complete a *Uniform Requisition Voucher* for newly issued uniform items and apparel.
4. If a uniform article or item is determined to be unserviceable by a supervisor or logistics officer, both the supervisor and the employee should make documentation of such on a *Uniform End of Service Declaration Form*. The supervisor will then return the unserviceable articles/items to the logistics officer who will verify that the articles/items are in fact unserviceable. If the articles/items are deemed unserviceable then said articles/items will be disposed of appropriately.
5. Damaged or unserviceable uniform items and apparel must be disposed of in the proper manner. The proper manner for uniform disposal shall be:
 - a. Complete a *Uniform End of Service Declaration Form* for the article being disposed of,
 - b. Remove of all patches, emblems and insignia;
 - c. Shred the uniform item or article in a manner so that it may no longer be worn by another individual;
 - d. Throw the shredded garment into the dumpster or trash.

100.07.06 Insignias, Emblems, Badges & Service Awards

1. Insignia, buttons, badges and belt buckles for officers are gold in color. Insignia, buttons, badges and belt buckles for all other employees are silver in color. The specifications for rank insignia are described as follows:



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RANK	INSIGNIA
Chief	Gold Cluster of 5 Bugles
Assistant Chief	Gold Cluster of 4 Bugles
Captain	Two Vertical Gold Bars
Lieutenant	A Single Vertical Gold Bar

- Sleeve stripes for uniform blouses are gold. Each sleeve stripe is $\frac{1}{4}$ " wide and sewn to the circumference of the lower sleeve on each arm of the uniform blouse. Officers must appoint their uniform blouses with striping as follows:

RANK	STRIPPING
Chief	5 Stripes, $\frac{1}{4}$ " Wide
Assistant Chief	4 Stripes, $\frac{1}{4}$ " Wide
Captain	2 Stripes, $\frac{1}{4}$ " Wide
Lieutenant	1 Stripe, $\frac{1}{4}$ " Wide

- An approved emblem/patch may be worn on the right sleeve of the class B uniform shirt and/or job shirt. To display the approved patch, the employee must be currently affiliated with the group, team or assignment indicated by the patch. An employee may not wear more than two emblems/patches on the uniform shirt, i.e. one emblem/patch on each sleeve. The CCDES emblem/patch **must be** worn on the left sleeve.
- The ALS certification/specialty team emblem/patch may be worn only when an employee maintains their Charles County ALS certification or is assigned to a specialty team. All ALS certifications/specialty team emblems/patches must be approved by the Director. These emblems/patches may be worn only on the right sleeve of the class B button front uniform shirt, job shirt and/or BDU Shirt (specialty team members only). The approved specialty teams are:
 - Tactical Response Team
 - Tactical EMS Team
 - Marine Unit
 - EMS Strike Team
 - Critical Incident Stress Debriefing Team
- Service award pins for years of service or meritorious service are approved by the Director. Service award pins are worn above the name plate on the class A uniform shirt and blouse and on the class B button up uniform shirt. Service award pins are worn at a maximum of three (3) awards across the top of the name plate and as many rows up as needed. See **Appendix C** (*Charles County DES Uniform Standard*) for detailed presentation instructions.
- Specialty team pins are those pins earned by being a member of an approved specialty team. Those pins may be displayed on the pocket flap of the right chest pocket below the name plate of the class A uniform shirt and blouse and on the class B button up uniform shirt. A specialty team member may only wear one (1) specialty team pin per shirt. See **Appendix C** (*Charles County DES Uniform Standard*) for detailed presentation instructions.



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100.07.07 Responsibilities

1. **Employees** must clean and maintain issued uniforms and insignia according to the manufacturer's instructions.
2. **Employees** must comply with the uniform issuance schedule as needed for routine replacement.
3. An **employee** who has been promoted must report to the logistics officer to obtain needed uniform items as soon as reasonably possible. Previously issued insignia must be remitted to the logistics officer upon request.
4. **Employees** are responsible for changing out patches that are not of initial standard issue at their own expense.
5. Due to the inherent and potentially "messy" nature of our business it is recommended that **all personnel** keep a spare uniform or jumpsuit in their station locker.
6. **Supervisors** or senior ranking officers are responsible for insuring that those whom they supervise comply with this policy.
7. **The Director** and/or his/her designee shall have the authority to establish or change uniform standards or policies as deemed necessary.

100.07.08 Minimum Standard Issue Uniform Items

Each employee will be issued the following standard issue uniform items and apparel at the initial point of employment.

Uniform Item	Color	Quantity
Class B Uniform Shirt	Navy*	1 Short Sleeve
Class B Uniform Shirt	Navy*	1 Long Sleeve
Class B Uniform Pant	Navy	2
Class C Uniform Shirt	Navy*	4 Short Sleeve
Class C Uniform Pant	Navy	3
Job Shirt	Navy	2
Wind Shirt (Optional)	Navy	1
Tactical Duty Belt	Black	1
Leather Duty Belt	Black	1
Leather Duty Boots	Black	1 pair
All-Weather Duty Jacket	Hi-Vis	1
Uniform T-shirt	Navy	5
Duty Ball Cap	Navy	1
Cold Weather Fleece Cap	Black	1
Name Plate	Silver*	2
CCG Collar Pins	Silver*	2 pair
DES Badge	Silver*	2
Duty Jumpsuit	Navy	1

*Note: White shirts and gold badges/insignia as per this policy are issued to officers.



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At the employee's one (1) year anniversary, the employee will receive a uniform voucher for the Department **Class A Uniform** consisting of:

Uniform Item	Color	Quantity
Class A Uniform Shirt	Light Blue*	1 Long Sleeve
Class A Uniform Pant	Navy	1
Class A Uniform Blouse	Navy	1
Class A Uniform Cap	Navy	1
Leather Uniform Belt	Black	1
Academy Oxford Shoes	High Gloss Black	1 pair
Name Plate	Silver*	1
CCG Collar Pins	Silver*	1 pair
DES Hat Badge	Silver*	1
Presentation Gloves	White	1 pair

The *Charles County DES Uniform Standard (Appendix C)* may be referenced for a complete visual depiction and standards of presentation of the uniform for which the employee is required to wear.

100.07.09 Women's Alternate Class A Uniform

1. In order to better suit the comfort, fit and functional appearance of the Class A Uniform, women may substitute the following:
 - a. **Skirt** - Must be straight or "A-line" and match the color and fabric of the dress blouse. The length may range from 1-1/2 inches to above to 1-1/2 inches below the crease of the knee.
 - b. **Shoes** - Plain black dress pumps made of smooth or synthetic leather and closed heels and toes is acceptable. The heel shall not exceed 2-5/8 inches in length. The sole shall be no thicker than 1/4 inch. Wedge heels are not authorized. No ornamentation such as buckles, bows and straps are permitted. Toes must not have extreme points or be squared.
 - c. **Hosiery** - Must be made of nylon, commercial and of a neutral flesh tone that compliments the individual's skin tone. Hosiery must be seamless and free of patterns or decorations.
2. Substitutions outside of the aforementioned guidelines are not in compliance with this policy.